

PROCEDURES FOR LEASING STATE LAND

Thank you for your interest in leasing State property. The following items are required from you to process your request:

1. Complete the written request form and clearly explain the proposed use for the property.
2. Submit a copy of your deed. The State will only lease to adjoining land owners.
3. Include a copy of a survey map or the Town Assessor's map with the area of interest outlined in red. Be sure to indicate the north arrow and intersecting streets to help us in locating the property.

Upon receipt of the above items, the process for leasing State land is as follows:

1. Your request is reviewed by the appropriate Departmental units to determine if the land is in excess of the Department's needs for transportation purposes.
 - a. If the parcel is not in excess of the Department's needs it may be approved for lease and a map of the lease area is prepared.
 - b. The Lease may be denied.
2. Once mapped, the lease area is appraised and a market rental fee is established. The proposed Lessee is then informed of the rental fee, terms, and conditions of the lease.

(Please note that the current **minimum** rental fee is \$40.00 per month.)

3. If the prospective Lessee accepts the rental fee, terms, and conditions, a lease agreement is prepared. Two copies of the lease are forwarded for the Lessee's signature(s), which must be witnessed and notarized. If the Lessee is a Corporation, Limited Liability Company, Municipality, or Partnership, a resolution specifically authorizing the signing agent must accompany the executed documents.

The Lessee must supply a certificate of insurance, CON-32, with the State named as "Additional Insured." The minimum liability coverage necessary is \$1,000,000 per occurrence and an aggregate limit of \$2,000,000 per policy year.

A **\$500.00** processing fee must accompany the lease.

4. The signed agreements are forwarded for execution by the Transportation Chief Engineer.
5. Further approvals by the Office of Policy and Management, the State Properties Review Board and the Attorney General's Office are then requested.
6. Upon the State's receipt of the fully executed and approved lease agreements, a copy is forwarded to the lessee.

Please be sure you understand the scope of the procedures. If you have any questions, please call (860) 594-2450 to speak with one of our Property Agents.

To proceed with a lease request, please return the enclosed form, a map of the requested area, and a copy of your deed.

ACCEPTANCE OF LEASE PROCEDURES

I have read and understand the procedures involved in processing the lease of State land.

I am still interested in the property located in _____.

Attached is a copy of a survey or the Assessor's map with the requested section outlined in red and a copy of my deed showing abutting ownership.

Proposed use for State property: _____

Signature of Requestor

Date

Printed Name

Street Address

E-Mail Address

Town or City

Zip Code

() _____

Telephone Number

() _____

Facsimile Number

PLEASE RETURN TO:

Mark DeCapua
State of Connecticut
Department of Transportation
Office of Rights of Way
Appraisal Division
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546